



The Institute of Certified Public Secretaries of Kenya

Monthly Newsletter

February 27, 2014 to March 27, 2014

FAREWELL TO CS. JOSHUA W. WAMBUA, FORMER CHIEF EXECUTIVE OFFICER, ICPSK

CS. Joshua W. Wambua, former Chief Executive Officer, ICPSK visited the Institute and was awarded farewell gifts by CS. Pius M. Nduatih, Vice-Chairman, ICPSK.



CS. Joshua W. Wambua, former CEO, ICPSK receives a farewell gift from CS. Pius M. Nduatih, Vice-Chairman, ICPSK. Looking on is CS. Joe M. Mbutia, Past Chairman, ICPSK, CS. Patrick S. Mutemi, Council member, ICPSK, and CS. John K. Mburugu, CEO, ICPSK.



CS. Pius M. Nduatih, Vice-Chairman, ICPSK decorates CS. Joshua W. Wambua, former CEO, ICPSK with the Moran of the Burning Spear (MBS) which was awarded by His Excellency the President, Mwai Kibaki



CS. Pius M. Nduatih, Vice-Chairman, ICPSK and CS. Joshua W. Wambua, former CEO, ICPSK



CS. Joshua W. Wambua, former CEO, ICPSK receives the Certificate of the Moran of the Burning Spear (MBS) from CS. Pius M. Nduatih, Vice-Chairman, ICPSK. Looking on is CS. Joe M. Mbutia, Past Chairman, ICPSK, CS. Patrick S. Mutemi, Council member, ICPSK, CS. John K. Mburugu, CEO, ICPSK and CS. Jeremiah N. Karanja, ICPSK Secretariat.

11TH ICPSK GOVERNANCE FORUM

The 11th ICPSK Governance Forum was held on Wednesday, February 5, 2014 at the Sarova Panafric Hotel, Nairobi. The Chief Guest was Mrs. Sarah Jepkemoi Chumo Serem, EBS, Chairperson, Salaries and Remuneration Commission who spoke on the topic "Remuneration in Relation to Productivity, Qualifications and Competencies." **The 12th ICPSK Governance Forum will be held on Wednesday, March 5, 2014 at 5.30 pm at the Sarova Panafric Hotel, Nairobi. The Speaker will be Dr. Edward Odundo, Chief Executive Officer, Retirement Benefits Authority. Charges are Ksh. 2,500 per person. Members attending will be allocated 3 CPD credits. Please make your bookings latest by Monday, March 3, 2014.**



Mrs. Sarah J. C. Serem, Chairperson, Salaries and Remuneration Commission speaks during the Governance Forum



CS. Catherine Musakali, Chairman, ICPSK, CS. Pius M. Nduatih, Vice-Chairman, ICPSK and CS. John K. Mburugu, CEO, ICPSK welcome Mrs. Sarah J. C. Serem, Chairperson, Salaries and Remuneration Commission to the Governance Forum



Members of the Institute during the Governance Forum



CS. Catherine Musakali, Chairman ICPSK presents a token of appreciation to Mrs. Sarah J. C. Serem, Chairperson, Salaries and Remuneration Commission during the Governance Forum



CS. Catherine Musakali, Chairman, ICPSK shares a moment with Mr. Mumo Matemu, Chairman, Ethics and Anti-Corruption Commission during the Governance Forum

Council and Staff Retreat –Lukenya Getaway, February 7- 8, 2014

A Council and Staff Retreat was held on February 7-8, 2014 at the Lukenya Getaway. During the Retreat, the Council and the Staff finalized on the ICPSK Strategic Plan 2014-2018 and had interactive bonding sessions.



Tug of War



Water game



The Eagles



Bonding session



Working on the Strategic Plan 2014-2018



Football

Capital Markets Master Plan Feedback Workshop

The Institute attended the Capital Markets Master Plan Feedback Workshop on Thursday, February 13, 2014 at the Capital Markets Authority Offices.

The Capital Markets Authority and its stakeholders are finalizing on a 10 year Capital Market Plan which details how the Kenyan capital market will position itself at the heart of capital market financing in Africa. The launch of the master plan is scheduled for March, 2014.

Proposals for inclusion in the Annual National Budget

The Institute is among the stakeholders that are invited by the National Government to present their proposals for consideration in the Annual National Budget. The Institute is inviting members to make budget proposals on matters pertaining to economic development of this country with emphasis on good governance.

Members may wish to note that the second Medium Term Plan (MTP) of Kenya vision 2030 whose theme is "**Transforming Kenya: Pathway to Devolution Socio-economic Development, equity and National Unity**" has laid emphasis on the need for the country to invest in good governance specifically on aspects of Leadership, Ethics and Integrity which the institute promotes. Kindly send your budget proposals with justifications to be forwarded to the Treasury, for consideration and inclusion in the National Budget to Emily through info@icpsk.com latest by March 3, 2014.

Subscription Fees for year 2014

Members are reminded to pay their subscription fees for year 2014. The fees applicable are as follows:-

Non-practicing members: Ksh 12,500
Practicing members: Ksh. 15,000

Kindly note that any payment made after March 31, 2014 will attract a penalty of Ksh. 500. Members should also ensure to attain the required 20 CPD hours per annum.

1st CPS Practitioners' Seminar

The 1st CPS Practitioners' Seminar was held on February 13-14, 2014 at the Sarova Panafric Hotel, Nairobi. The Seminar was attended by 56 participants.

The Seminar focused on legal liabilities affecting practitioners, professional misconducts and ICPSK disciplinary procedures, setting up CPS firms/departments, secretarial engagement letters, contracts and fees, professional Ethics and Code of Conduct, the role of the CS in Governance, Compliance and Boards' disputes resolutions, among other topics. The Seminar was facilitated by CS. Jophece Yogo, CS. Pauline Kimotho, CS. Augustine Murathi, Ms. Colleta Maweu, among others.

Postponement of the Seminar for Secretaries to County Public Service Boards

The Seminar for Secretaries to County Public Service Boards scheduled for February 27 - 28, 2014 at Sarova Panafric Hotel, Nairobi has been **postponed to April 24-25, 2014** at the same venue.

The Seminar Fees per delegate is Kshs. 20,000 for members and Kshs. 25,000 for non-members.

The change has been necessitated by another meeting for Chairmen and Secretaries to County Public Service Boards arranged by the Salaries and Remuneration Commission of Kenya at the Kenya School of Government on the same dates as we had scheduled this seminar.

Seminar on Capital Markets

The Seminar on Capital Markets will be held on March 14, 2014 at the Sarova Panafric Hotel, Nairobi.

Charges: Members : Ksh. 10,000
: Non-members : Ksh. 12,000

The Seminar is allocated 3 CPD Credits. Members of LSK can transfer the CPD credits and earn CLE points. Kindly contact the Secretariat to make your bookings latest by Monday, March 10, 2014.

*Seminar on Corporate Governance
and Board Evaluation
March 27-28, 2014*

The Seminar on Corporate Governance and Board Evaluation will be held on March 27-28, 2014 at the **Flamingo Beach Resort, Hotel, Mombasa**. The areas to be covered in this seminar are:

1. Board Policies, Practices and Decisions
2. The Relationship of the Board and Management
3. Effective Board and Committee Meetings
4. Checklist of Enhancing Governance
5. Tools and Procedures in Evaluating Board of Directors.
6. Board Models, Board Composition and Committees
7. Induction and Training.
8. The Board's responsibility to stakeholders
9. Managing Stakeholder Interests
10. Measure on Effectiveness of the Board's Decision Making Processes.
11. Measure on the Board's Outputs and Achievements.
12. The Role of the Board in Mitigating Risks Associated with Poor Governance.
13. Board Politics
14. Role of CS in Board's Disputes Resolutions.
15. Seminar Fees per delegate

The cost of this two day seminar is:

Members

Residents

Kshs. 62,500 for 3 days

Non-Residents

Kshs. 30,500

Non-Members

Residents

Kshs. 67,500 for 3 days

Non-Residents

Kshs. 35,500

Members of the Institute attending all the sessions will get 15 Continuous Professional Development (CPD) credit hours. Members of LSK can transfer the CPD credits and earn CLE points.

Please register with the Institute's Secretariat latest by March 21, 2014.

*ICPSK Coast Branch Seminar on the
Implementation of the NSSF Act,
2013*

The ICPSK Coast Branch, shall be holding a seminar on the implementation of the NSSF Act, 2013, on Saturday, 1st March, 2014 at the Mombasa Club (Chini Club), starting at 8.00 a.m.

Pursuant to the Kenya Gazette Supplement No. 179 (Act No. 45) which was assented to by His Excellency the President of Kenya on 24th December, 2013, which states inter alia that, all employees are legible for resignation with NSSF (Sec. 19 of NSSF Act, 2013) and while deduction and subsequent remission of both Tier I and Tier II, contribution will be effective from 1st July, 2014 (Section 22 of the NSSF Act 2013).

The Seminar is open to members and non-members of the Institute.

It will be of benefit to Company Secretaries, Auditors, Lawyers, Business persons, Doctors, Transporters, Insurers, and other key officers in the organization, who are directly or indirectly involved on matters of application of the NSSF Act of 2013.

Members attending all sessions will earn **5 CPD credits**. LSK members may transfer the CPD hours into CLE points.

The speakers will be Ms. Rose Marienga, Regional Manager Coast and North Eastern, Murietta Mutinda, Regional Finance Co-ordinator Coast and North Eastern and Ngara Ngare, Branch Manager, Mombasa.

The cost of this seminar is Kshs. **2,000 for members and Kshs 2,500/= for non-members**. Please register in writing, by fax or e-mail with the branch secretariat through:

Victor Were – 0722-220-656
victorwere@yahoo.com or

Carolyn Katisya Njoroge – 0733-983-024/
Carolynenjoroge40@gmail.com

Fellows Corner

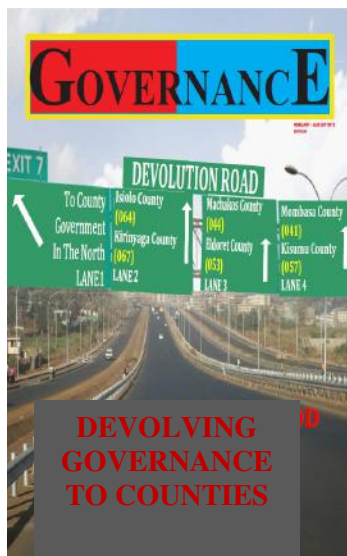


Meeting of College of Fellows

A Meeting of the College of Fellows will be held on Saturday March 1, 2014 at The CPS Governance Centre, Kilimanjaro Road, Upper Hill from 8:00 a.m.- 12.30p.m. All Fellows are requested to attend.

Governance Journal

We have revamped the **Professional Management** Journal. The Journal will now be known as "**Governance**." We request members to write articles for the **Governance** Journal on various issues and topics including Leadership, Management, Company Secretarial Practice Governance, Legal, Human Resource, Finance, IT, among others. Articles should be less than 2000 words. Remember to include your passport size photograph and personal profile.



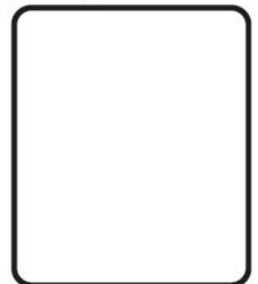
Collection of Members' Identification cards and Certificates

THE INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA



MEMBER'S ID CARD

Name:
Reg. No:
Practicing No:
Members Signature:
Valid from:



Members are requested to collect their membership cards and certificates at the Institute offices. **Please carry a copy of your National Identification Card.** Members who are yet to submit their passport photographs for the ID are requested to do so.

Development of a Code of Governance for Government Owned Entities

The State Corporations Advisory Committee (SCAC) has requested the Institute to develop a Code of Governance for Government Owned Entities (GOEs). The Code is geared towards providing a harmonized approach on matters of governance in GOEs with the aim of enhancing their performance in the achievement of the national development goals.

The Institute is in the final stages of completing the Code of Governance.

Own Shares in the CPS Governance Centre Limited

CALL FOR SHARES

CALL FOR 500,000 SHARES AT KSH 5,000 PER SHARE
TO
THE INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA (ICPSK), MEMBERS OF ICPSK
AND MEMBERS OF THE CPS GOVERNANCE CENTRE LTD

ON THE

DEVELOPMENT OF THE CPS GOVERNANCE CENTRE



The Institute is in the process of developing an office complex at the CPS Governance Centre premises. To achieve this, a Public Limited Company known as CPS Governance Centre Limited was incorporated to act as an investment vehicle and enable members of the Institute to buy the shares of the Company and hence participate in the ownership of the Office complex.

A team of consultants have been identified to work on the details of the project.

In the meantime, the Directors of the Company have developed an information memorandum inviting the Institute members to purchase the shares of this Company. This will help in mobilizing funds to start financing the preliminary expenses of the project.

For details on how to purchase the shares, kindly contact the Secretariat.